

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-534**

**Human Resources Specialist (Mil)  
70540000  
GS-0201-09  
\$42,015 - \$54,621 pa**

**ANNOUNCEMENT DATE: 2 December 2004  
CLOSING DATE: 28 December 2004**

**SELECTING OFFICIAL: Civilian Education Officer**

**APPOINTMENT FEATURES: Excepted Service  
Officer/Warrant Officer/Enlisted Grade**

**POSITION LOCATION: JFHQ – CAMP/Civ Ed, Sacramento, CA**

**THIS IS A TEMPORARY PROMOTION NTE: 1 YEAR**

This position is located in the Military Personnel Office (MILPO) of the Army National Guard (ARNG). The purpose of this position is to provide technical expertise and guidance for all military personnel assigned in the state, and oversee the functions of one of the following human resource programs: Officer Personnel Management (OPM), Enlisted Personnel Management (EPM), Standard Installation and Division Personnel System (SIDPERS), or the Personnel Services Section.

**1. AREA OF CONSIDERATION:** Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

**2. CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

**3. MILITARY GRADE AVAILABLE: ENLISTED GRADE THROUGH E-7. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE THROUGH E-7 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.**

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**NOTICE:** All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

**4. QUALIFICATION REQUIREMENTS:**

a. **General:** Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

b. **Specialized:** Must have 24 months specialized experience in providing technical guidance, coordination and recommendations to commanders and staff; experience in work that requires interpreting procedural guidance, law, rule, and regulation as applicable to military personnel programs; experience in advising commander's and supervisors to potential program problems; experience in preparing reports, correspondence, forms and oral presentations; and experience that indicates skill in developing and presenting programs and policies

**\*\*MUST CURRENTLY HOLD SECRET CLEARANCE OR BE ELIGIBLE FOR CLEARANCE\*\***

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

**5. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

a. Knowledge of and skill in applying a wide range of military personnel regulations, policies, and precedents sufficient to advise, analyze, interpret and implement procedural guidance, law, rules, and regulations that pertain to soldier readiness processing, mobilizations and demobilizations.

b. Ability to advise commanders and staff on potential program problems and gaining acceptance of recommendations in resolving complex problems.

c. Ability to communicate both orally and in writing; skill in gathering information and data to provide expert technical advice and assistance on a variety of enlisted/officer matters.

d. Ability to develop and present new or modified procedures to commanders and staff on changes to personnel actions (i.e., Stop Loss, reorganizations, promotions, MUIC requirements, etc) as they related to SRPs, mobilizations and demobilizations.

**SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN E: 42 A/F/L.**

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.**

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INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME EMPLOYMENT; OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). ***ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.*** VETERANS PREFERENCE DOES NOT APPLY.

***\*ALL APPLICATIONS MUST BE SIGNED & DATED\****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY  
EMPLOYER**